



George M. Sala
Superintendent

TOWN OF BOURNE
Department of Public Works

35 Ernest Valeri Road
Buzzards Bay, Massachusetts 02532
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NOTICE OF JOB POSTING

Position:
(2) - TRUCK DRIVERS

Department: Department of Public
Works

Date Posted: 1/15/2020

Application Deadline: 1/22/2020

<input checked="" type="checkbox"/> Full Time, 37 hours <input type="checkbox"/> Part Time	<input checked="" type="checkbox"/> Permanent Temporary	<input checked="" type="checkbox"/> Vacancy New Position
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Classification: DPW

Salary: \$ 21.38

Please submit all applications to the Department of Public Works.

Notice sent to:

- Community Center
- Council on Aging
- Fire Department
- ISWM
- Library
- Police Department
- Town Hall

THE TOWN OF BOURNE IS AN EQUAL OPPORTUNITY EMPLOYER

Town of Bourne

Truck Driver DPW (Grade 6)

Statement of Duties

The Truck Driver is responsible for operating a trucks and working on Public Works projects. Work includes operating garbage trucks, recycling trucks, and other commercial vehicles used in the maintenance and repair of town streets, roadways, and grounds and removal of snow and ice.

Supervision

Work is performed under the general supervision of the Superintendent of Public Works. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently, with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee is expected to refer unusual situations to the supervisor for further instruction. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress.

May oversee the work of work crews performing similar work.

Job Environment

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline. The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Errors could result in delay or loss of service, damage to vehicle and equipment, injury to self or others.

The position has occasional contact with the public and other town departments to give or receive information and assistance regarding work.

Essential Duties

The statements contained in this job description reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

Town of Bourne

1. Safely and efficiently operates trucks and equipment used in public works projects, such as: garbage and recycling removal, snow plowing, tree trimming, road repair, and landscaping.
2. Assists in the maintenance and repair of streets, grounds, and roadways by mowing lawns, plowing snow, cleaning catch basins, repairing pot holes, trimming tree branches, and installing street signs.
3. Makes repairs to town equipment and facilities as assigned, including boat docks, swim floats, and lifeguard stand.
4. Installs and maintains street signs.
5. Maintains town vehicles and equipment by washing, waxing, and making minor repairs.
6. May be assigned to supervise the work of laborers working on truck.
7. Reports on work performed, as required.

Recommended Minimum Qualifications:

Physical and Mental Requirements:

Employee works outdoors on loud construction sites, and is required to sit, reach, and use hands up to 2/3rd of the time; stand, walk, talk/listen, climb, balance, stoop, kneel, crouch or crawl, and smell up to 1/3rd of the time. Employee occasionally lifts up to or more than 100 lbs., Normal vision is required for the position. Equipment used/operated includes: vehicles in excess of 26,001 lbs., light trucks, automobiles, pneumatic tools, power tools, and hand tools. Employee is exposed to outdoor weather conditions, fumes, and moving mechanical parts more than 2/3rd of the time; high places, toxic or caustic chemicals, risk of electric shock, and work with explosives up to 1/3rd of the time.

Education and Experience:

Associates Degree or equivalent, and some construction experience preferred; or an equivalent combination of education and experience.

Licenses and certifications required:

Must have a current Class A or B Commercial Driver's License.

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Knowledge, Skill and Ability:

Knowledge: Public works operations, safety precautions and procedures used in the operation of commercial vehicles and equipment used.

Skill: Careful and attentive operation of commercial vehicles and construction equipment.

Ability: Follow written and oral instructions, efficiently and effectively operate commercial vehicles and equipment, work on a variety of maintenance and repair projects.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.